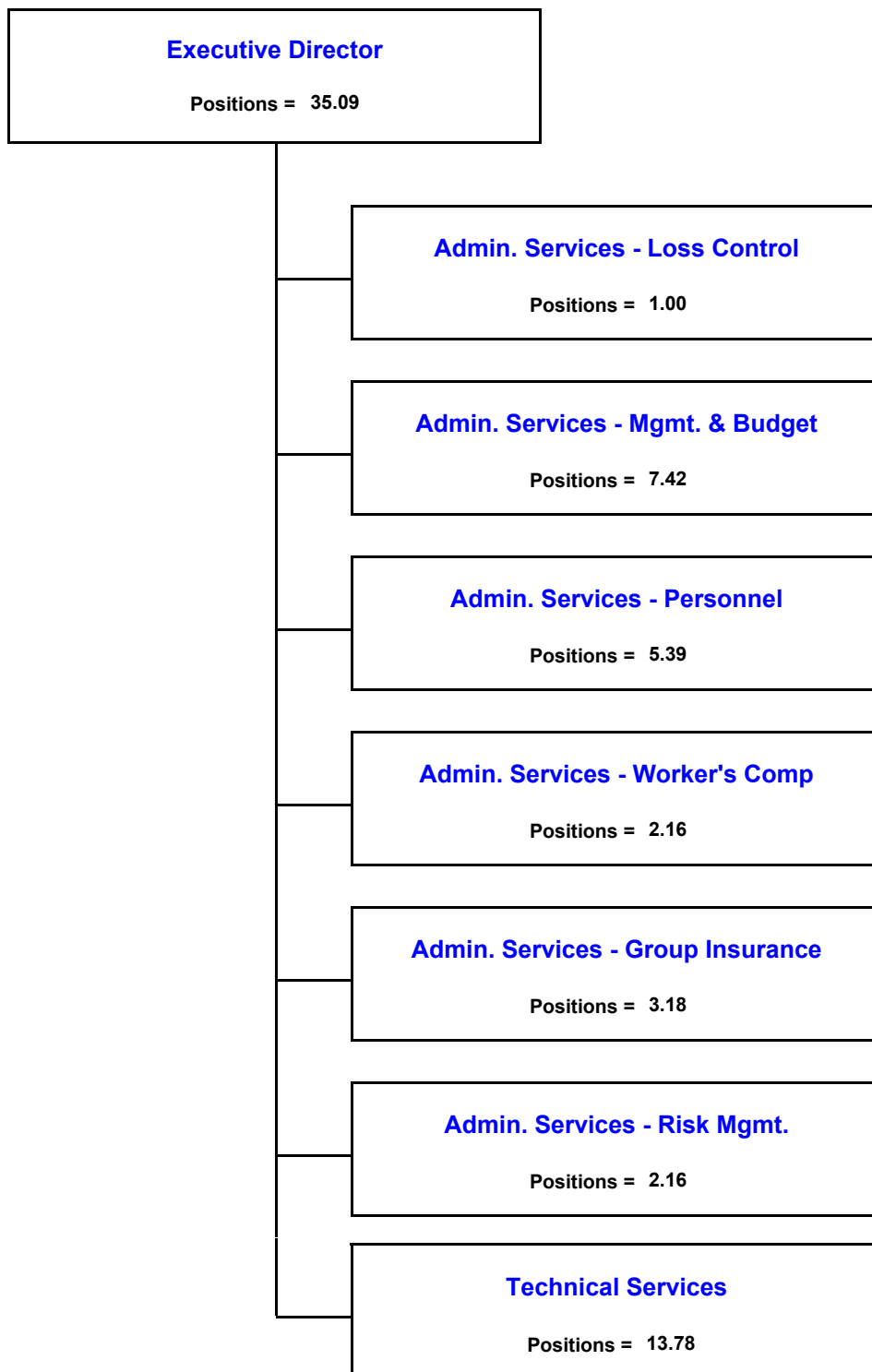


Management Services Business Center



**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Management Services Business Center**

**Business Center Vision**

Provide administrative tools, techniques and consultation to county departments to optimize performance in the areas of Human Resources, Risk Management, Employee Benefits, Management Information System and Budgeting.

**Mission Statement**

To provide administrative services to internal departments at the least possible economic impact to the taxpayers of Monroe County.

**Summary of Services Provided**

- Recruit and retain a highly qualified work force.
- Administer the group health benefit and worker's compensation program.
- Reduce risk to Monroe County.
- Provide efficient and reliable management information systems.
- Provide financial guidance in the preparation and implementation of operating and capital budget.

**Major Variances**

- Increase of 2 positions.
- Reduction in appropriations in Worker's Comp.
- Increase in Capital Expenditures for Technical Services to improve security and preservation of email.

<b>Budgetary Costs</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Personnel Expenditures	1,788,110	1,921,546	2,077,721	0	2,077,721	156,175
Operating Expenditures	17,702,074	25,164,615	25,474,886	0	25,474,886	310,271
Capital Outlay Expenditures	70,576	2,956	55,651	0	55,651	52,695
Total Net Operating Budget	19,560,760	27,089,117	27,608,258	0	27,608,258	519,141
Transfers to Internal Service Funds	378,364	380,473	400,317	0	400,317	19,844
Total Interfund Transfers	378,364	380,473	400,317	0	400,317	19,844
Total Budgetary Costs	19,939,124	27,469,590	28,008,575	0	28,008,575	538,985

<b>Funding Sources</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
General Fund	2,297,534	2,392,272	2,721,411	329,139
Governmental Fund Type Grant	414,718	0	0	0
Worker's Compensation	1,840,886	3,503,131	3,438,439	-64,692
Group Insurance	13,822,973	18,289,041	18,379,781	90,740
Risk Management	1,563,013	3,285,146	3,468,944	183,798
Total Revenues	19,939,124	27,469,590	28,008,575	538,985

<b>Staffing Summary</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Admin. Services - Group Insurance	3.30	3.18	3.18	0.00	3.18	0.00
Admin. Services - Loss Control	1.00	1.00	1.00	0.00	1.00	0.00
Admin. Services - Mgmt. & Budget	7.35	6.42	7.42	0.00	7.42	1.00
Admin. Services - Personnel	5.60	5.14	5.14	0.00	5.14	0.00
Admin. Services - Risk Mgmt.	2.23	2.16	2.16	0.00	2.16	0.00
Admin. Services - Worker's Comp	2.28	2.16	2.16	0.00	2.16	0.00
Technical Services	13.00	12.78	13.78	0.00	13.78	1.00
Total Full-Time Equivalents (FTE)	34.76	32.84	34.84	0.00	34.84	2.00
Total Authorized Positions	35.01	33.09	35.09	0.00	35.09	2.00

**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Admin. Services - Loss Control**

**Mission Statement**

The Monroe County Office is committed to providing a safe and healthy environment for the community and County employees. We shall continue to reduce the cost of accidents and liability in Monroe County with a comprehensive professional safety program. The Safety Office pledges to continually improve the effectiveness of our service. We will strive to maintain a level of perfection and enforce the laws of the State of Florida and ordinances of Monroe County.

**Summary of Services Provided**

- Development of accident prevention and loss control methods, procedures and programs.
- Enforcement of all applicable Occupational Safety and Health Administration laws.
- Thorough and informative safety and loss prevention inspections of public buildings and properties to reduce the risk of injury to our employees and the public.
- Development of plans associated with Monroe County sheltering and refuge activities for emergencies.

**Advisory Board**

Safety Accident Review Board

**Major Variances**

Salary adjustment for Recruitment & Retention for securing CPM certification

	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
<b>Budgetary Costs</b>						
Personnel Expenditures	57,723	57,104	63,006	0	63,006	5,902
Operating Expenditures	9,384	13,425	13,725	0	13,725	300
Capital Outlay Expenditures	1,875	0	0	0	0	0
Total Net Operating Budget	68,982	70,529	76,731	0	76,731	6,202
Transfers to Internal Service Funds	16,804	16,794	17,256	0	17,256	462
Total Interfund Transfers	16,804	16,794	17,256	0	17,256	462
Total Budgetary Costs	85,786	87,323	93,987	0	93,987	6,664

	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
<b>Funding Sources</b>				
Worker's Compensation	39,831	39,974	43,303	3,329
Risk Management	45,955	47,349	50,684	3,335
Total Revenues	85,786	87,323	93,987	6,664

	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
<b>Staffing Summary</b>						
Professionals	1.00	1.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTE)	1.00	1.00	1.00	0.00	1.00	0.00
Total Authorized Positions	1.00	1.00	1.00	0.00	1.00	0.00

**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Admin. Services - Mgmt. & Budget**

**Mission Statement**

Provide strategic planning and support to Monroe County government, which will promote efficient management practices, sound financial budgeting, and competitive procurement county-wide, while maintaining the highest standards of ethics, integrity and prudent expenditure of public funds.

**Summary of Services Provided**

- Develop, implement, and monitor annual capital and operating budgets.
- Implement the Board's purchasing policy for all RFP's and contracts for goods and services.
- Monitor grant applications and implementation.

**Advisory Board**

- Human Service Advisory Board
- Substance Abuse Policy Advisory Board

**Major Variances**

- Personnel expenditures have been increased based on the addition of one position.

	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
<b>Budgetary Costs</b>						
Personnel Expenditures	338,650	318,404	373,597	0	373,597	55,193
Operating Expenditures	493,580	107,183	104,843	0	104,843	-2,340
Capital Outlay Expenditures	9,932	0	1,480	0	1,480	1,480
Total Net Operating Budget	842,162	425,587	479,920	0	479,920	54,333
Transfers to Internal Service Funds	72,335	68,164	78,107	0	78,107	9,943
Total Interfund Transfers	72,335	68,164	78,107	0	78,107	9,943
Total Budgetary Costs	914,497	493,751	558,027	0	558,027	64,276

	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
<b>Funding Sources</b>				
General Fund	499,779	493,751	558,027	64,276
Governmental Fund Type Grant	414,718	0	0	0
Total Revenues	914,497	493,751	558,027	64,276

	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
<b>Staffing Summary</b>						
Administrative Support	1.00	1.21	2.21	0.00	2.21	1.00
Officials & Administrators	0.35	0.21	0.21	0.00	0.21	0.00
Professionals	2.00	2.00	2.00	0.00	2.00	0.00
Technicians	4.00	3.00	3.00	0.00	3.00	0.00
Total Full-Time Equivalents (FTE)	7.35	6.42	7.42	0.00	7.42	1.00
Total Authorized Positions	7.35	6.42	7.42	0.00	7.42	1.00

**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Admin. Services - Personnel**

**Mission Statement**

Facilitate County government operations through proactive management of its human resources.

**Summary of Services Provided**

Apply and carry out personnel policies and regulations as adopted by the Board of County Commissioners for recruiting, hiring, and advancing of qualified personnel.

**Advisory Board**

- Personnel Policies and Procedures Board
- Employee Grievance Council
- Career Service Council
- Sick Leave Pool

<b>Budgetary Costs</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Personnel Expenditures	240,813	236,298	254,272	0	254,272	17,974
Operating Expenditures	35,929	65,100	63,100	0	63,100	-2,000
Total Net Operating Budget	276,742	301,398	317,372	0	317,372	15,974
Transfers to Internal Service Funds	58,036	57,344	57,677	0	57,677	333
Total Interfund Transfers	58,036	57,344	57,677	0	57,677	333
Total Budgetary Costs	334,778	358,742	375,049	0	375,049	16,307

<b>Funding Sources</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
General Fund	334,778	358,742	375,049	16,307
Total Revenues	334,778	358,742	375,049	16,307

<b>Staffing Summary</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Administrative Support	2.60	2.24	2.24	0.00	2.24	0.00
Officials & Administrators	0.25	0.15	0.15	0.00	0.15	0.00
Professionals	2.00	2.00	2.00	0.00	2.00	0.00
Technicians	0.75	0.75	0.75	0.00	0.75	0.00
Total Full-Time Equivalents (FTE)	5.60	5.14	5.14	0.00	5.14	0.00
Total Authorized Positions	5.85	5.39	5.39	0.00	5.39	0.00

**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Admin. Services - Worker's Comp**

**Mission Statement**

To provide workers' compensation coverage for Monroe County employees and volunteers in accordance with Florida Statute 440.

**Summary of Services Provided**

Work in tandem with the Loss Control Department to ensure a safe work environment. Ensure that any injured worker gets medical treatment and is returned to work at the first available opportunity.

**Advisory Board**

None

**Major Variances**

Increase is shift in copy machine cost from Group Insurance.

<b>Budgetary Costs</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Personnel Expenditures	346,119	442,719	428,667	0	428,667	-14,052
Operating Expenditures	1,436,128	2,997,764	2,943,709	0	2,943,709	-54,055
Total Net Operating Budget	1,782,247	3,440,483	3,372,376	0	3,372,376	-68,107
Transfers to Internal Service Funds	18,808	22,674	22,760	0	22,760	86
Total Interfund Transfers	18,808	22,674	22,760	0	22,760	86
Total Budgetary Costs	1,801,055	3,463,157	3,395,136	0	3,395,136	-68,021

<b>Funding Sources</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Worker's Compensation	1,801,055	3,463,157	3,395,136	-68,021
Total Revenues	1,801,055	3,463,157	3,395,136	-68,021

<b>Staffing Summary</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Administrative Support	1.15	1.08	1.08	0.00	1.08	0.00
Officials & Administrators	0.13	0.08	0.08	0.00	0.08	0.00
Professionals	1.00	1.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTE)	2.28	2.16	2.16	0.00	2.16	0.00
Total Authorized Positions	2.28	2.16	2.16	0.00	2.16	0.00

**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Admin. Services - Group Insurance**

**Mission Statement**

Provide group insurance coverage for our active and retired employees and their enrolled dependents as defined in our Employee Benefit Plan.

**Summary of Services Provided**

Provide insurance benefits to active employees, retirees, and their eligible dependents in accordance with board policies.

**Advisory Board**

None

**Major Variances**

- Capital outlay includes the anticipated purchase of one computer.
- Adjustment in expenses for premiums paid for Dental & Vision.

<b>Budgetary Costs</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Personnel Expenditures	132,021	128,488	140,948	0	140,948	12,460
Operating Expenditures	13,657,968	18,127,594	18,204,262	0	18,204,262	76,668
Capital Outlay Expenditures	0	0	1,478	0	1,478	1,478
Total Net Operating Budget	13,789,989	18,256,082	18,346,688	0	18,346,688	90,606
Transfers to Internal Service Funds	32,984	32,959	33,093	0	33,093	134
Total Interfund Transfers	32,984	32,959	33,093	0	33,093	134
Total Budgetary Costs	13,822,973	18,289,041	18,379,781	0	18,379,781	90,740

<b>Funding Sources</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Group Insurance	13,822,973	18,289,041	18,379,781	90,740
Total Revenues	13,822,973	18,289,041	18,379,781	90,740

<b>Staffing Summary</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Administrative Support	1.15	1.09	1.09	0.00	1.09	0.00
Officials & Administrators	0.15	0.09	0.09	0.00	0.09	0.00
Professionals	1.00	1.00	1.00	0.00	1.00	0.00
Technicians	1.00	1.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTE)	3.30	3.18	3.18	0.00	3.18	0.00
Total Authorized Positions	3.30	3.18	3.18	0.00	3.18	0.00

**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Admin. Services - Risk Mgmt.**

**Mission Statement**

Monroe County Risk Management is dedicated to making and implementing decisions that will avoid hazardous risks to the public and our employees. We also strive to minimize the adverse effects of any accidental losses on the County. We accomplish this through risk exposure identification and analysis, choosing risk management alternatives and techniques, at least once a year. This is to see if our methods are working for the benefit and safety of the public and the County. We strive for a high level of perfection by enforcing the Laws of the State of Florida and the Ordinances of Monroe County.

**Summary of Services Provided**

Review all contractual relationships to ensure county is adequately protected and actively pursue measures to reduce risk to the County.

**Advisory Board**

None

<b>Budgetary Costs</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Personnel Expenditures	97,048	103,937	113,961	0	113,961	10,024
Operating Expenditures	1,393,368	3,110,557	3,280,855	0	3,280,855	170,298
Capital Outlay Expenditures	6,535	0	0	0	0	0
Total Net Operating Budget	1,496,951	3,214,494	3,394,816	0	3,394,816	180,322
Transfers to Internal Service Funds	20,107	23,303	23,444	0	23,444	141
Total Interfund Transfers	20,107	23,303	23,444	0	23,444	141
Total Budgetary Costs	1,517,058	3,237,797	3,418,260	0	3,418,260	180,463

<b>Funding Sources</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Risk Management	1,517,058	3,237,797	3,418,260	180,463
Total Revenues	1,517,058	3,237,797	3,418,260	180,463

<b>Staffing Summary</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Administrative Support	1.10	1.08	1.08	0.00	1.08	0.00
Officials & Administrators	0.13	0.08	0.08	0.00	0.08	0.00
Professionals	1.00	1.00	1.00	0.00	1.00	0.00
Total Full-Time Equivalents (FTE)	2.23	2.16	2.16	0.00	2.16	0.00
Total Authorized Positions	2.23	2.16	2.16	0.00	2.16	0.00



**Monroe County Government  
Fiscal Year 2005 Proposed Budget**

**Technical Services**

**Mission Statement**

Provide efficient, reliable, and cost effective information management services through the application of computing technology and related technology resources, provide planning and technical support for county-wide network, computer, telephone and television systems.

**Summary of Services Provided**

Management and Operations of Computer technology, public broadcast facilities and phone service for BOCC

**Advisory Board**

None

**Major Variances**

- Personnel expenditures have been increased to reflect one additional position for Channel 16.
- Operating expenditures have been increased to cover anticipated contract and lease payments.
- Capital Expenditures have been increased for various performance related system upgrades. In addition, security related equipment will be required.

<b>Budgetary Costs</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Personnel Expenditures	575,736	634,596	703,270	0	703,270	68,674
Operating Expenditures	675,717	742,992	864,392	0	864,392	121,400
Capital Outlay Expenditures	52,234	2,956	52,693	0	52,693	49,737
Total Net Operating Budget	1,303,687	1,380,544	1,620,355	0	1,620,355	239,811
Transfers to Internal Service Funds	159,290	159,235	167,980	0	167,980	8,745
Total Interfund Transfers	159,290	159,235	167,980	0	167,980	8,745
Total Budgetary Costs	1,462,977	1,539,779	1,788,335	0	1,788,335	248,556

<b>Funding Sources</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
General Fund	1,462,977	1,539,779	1,788,335	248,556
Total Revenues	1,462,977	1,539,779	1,788,335	248,556

<b>Staffing Summary</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Adopted</b>	<b>FY 2005 Continuation</b>	<b>FY 2005 Issues</b>	<b>FY 2005 Proposed</b>	<b>FY 2005 Variance</b>
Administrative Support	5.00	5.39	5.39	0.00	5.39	0.00
Officials & Administrators	0.00	0.39	0.39	0.00	0.39	0.00
Professionals	3.00	3.00	3.00	0.00	3.00	0.00
Service - Maintenance	1.00	0.00	0.00	0.00	0.00	0.00
Technicians	4.00	4.00	5.00	0.00	5.00	1.00
Total Full-Time Equivalents (FTE)	13.00	12.78	13.78	0.00	13.78	1.00
Total Authorized Positions	13.00	12.78	13.78	0.00	13.78	1.00